



METHODOLOGICAL GUIDELINES FOR THE PREPARATION OF COURSE (TERM) PAPERS AND MASTER'S THESES AT THE FACULTY OF LAW OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. Methodological Guidelines for the Preparation of Course (Term) Papers (hereinafter – Course papers) and Master's Theses at the Faculty of Law of Vilnius University (hereinafter – Methodological guidelines) establish the procedure for the preparation, defense, assessment, and storage of Course papers and Master's theses (hereinafter jointly – Papers). Methodological guidelines shall apply to students in all study programmes at the Faculty of Law of Vilnius University (hereinafter – University).
2. Methodological guidelines have been prepared in accordance with Study Regulations of Vilnius University (approved by Resolution No. SPN-37 of 21 May 2024 of the Senate of Vilnius University), Regulations for the Preparation, Defense and Storage of Research Papers of Students Studying at Vilnius University (approved by the Resolution No. SPN-44 of 21 May of the Senate of Vilnius University), Description of the Procedure for the Administration of Research Papers in Vilnius University Study Information System (approved by the Order No. R-351 of 4 September 2024 of the Vice-Rector for Studies of Vilnius University).
3. Methodological guidelines may also be applied to other written papers prepared during the studies (essays, reports, projects, etc.). Specific requirements for such written papers and the procedure for their preparation and assessment are determined by the lecturer coordinating the course unit during which the written paper is prepared.

CHAPTER II SELECTION AND APPROVAL OF TOPICS FOR PAPERS

4. Topics for Papers are proposed by lecturers or research staff (hereinafter – lecturers) for consideration by the Head of the relevant department of the Faculty of Law of the University (hereinafter – the department).
5. Heads of departments, taking into account the directions of scientific research developed by the Faculty of Law of the University, the scientific research carried out by lecturers, and the workload in a given academic year, as well as course unit descriptions, form lists of Course papers and Master's thesis topics.
6. Master's thesis topics are approved by the relevant Study Programme Committee upon the proposal of the Head of the department, no later than 10 working days before the deadline for publishing the topics of Papers specified in Paragraph 7 of these Methodological guidelines.
7. Topics for Papers are published in the Vilnius University Study Information System (hereinafter – VUSIS) no later than:
 - 7.1. 1 June – for Course papers prepared in integrated studies in the autumn semester;
 - 7.2. 5 January – for Course papers prepared in integrated studies in the spring semester;
 - 7.3. 1 June – for Master's theses defended in the spring semester of integrated studies;
 - 7.4. 15 March – for Master's theses defended in the autumn semester of master's studies.

8. Each student must select a topic for the Paper via VUSIS by:
- 8.1. no earlier than 1 working day from the publication of the topics and no later than 20 June for Course papers prepared in integrated studies in the autumn semester, and 15 September for Course papers prepared in integrated studies in the autumn semester, if the student has resumed his/her studies or is preparing a Course paper as an unclassified student;
 - 8.2. no earlier than 1 working day from the publication of the topics and no later than 20 January for Course papers prepared in integrated studies in the spring semester, and 15 February for Course papers prepared in integrated studies in the spring semester, if the student has resumed his/her studies or is preparing a Course paper as an unclassified student;
 - 8.3. no earlier than 10 working days from the publication of the topics and no later than 30 June for the Master's theses defended in the spring semester of integrated studies, and 15 February for the Master's theses defended in the spring semester of integrated studies, if the student has resumed his/her studies;
 - 8.4. no earlier than 10 working days from the publication of the topics and no later than 30 March for the Master's theses defended in the autumn semester of master's studies, and 15 September for the Master's theses defended in the autumn semester of master's studies, if the student has resumed his/her studies.
9. If the topic of the Paper has not been selected by the deadline specified in Paragraph 8 of these Methodological guidelines, the student may submit a motivated request to the Head of the department via email through the Studies Division for permission to prepare the Paper, indicating the topic of the Paper and important reasons for not choosing the topic of the Paper in time. The request must include the consent of the Supervisor of the Paper (hereinafter – Supervisor) to supervise the student's Paper with the note "I agree to supervise; first name, surname, date, signature" or confirmed by a qualified electronic signature. The Head of the department makes a decision regarding the permission to prepare the Paper within 5 working days after the receipt of the request, and the student is notified about the decision by email to the email address provided to the student by the University.
10. A Paper on a selected topic cannot be prepared by more than one full-time student of integrated studies in the daytime study timetable and one full-time student of integrated studies in the part-time study timetable. A Master's thesis on the same topic may also be prepared if a student who has resumed their studies per the procedure provided in Paragraph 51 of these Methodological guidelines retains the topic of the previously prepared Master's thesis. In other cases, a Paper on the same topic may not be prepared.
11. The Supervisors are appointed by the Head of the relevant department. The Supervisors of Papers, appointed by the Heads of departments, and the topics chosen by students are approved by order of the Dean of the Faculty of Law of the University (hereinafter – the Dean). Information about this is published in VUSIS no later than:
- 11.1. 1 September for Course papers prepared in integrated studies in the autumn semester, and 25 September for Course papers prepared in integrated studies in the autumn semester, if the student has resumed his/her studies or is preparing a Course paper as an unclassified student;
 - 11.2. 4 February for Course papers prepared in integrated studies in the spring semester, and 25 February for Course papers prepared in integrated studies in the spring semester, if the student has resumed his/her studies or is preparing a Course paper as an unclassified student;
 - 11.3. 1 September for the Master's theses defended in the spring semester of integrated studies, and 25 February for the Master's theses defended in the spring semester of integrated studies, if the student has resumed his/her studies;
 - 11.4. 15 April for the Master's theses defended in the autumn semester of master's studies, and 25 September for the Master's theses defended in the autumn semester of master's studies if the student has resumed his/her studies.
12. A student may propose his/her own topic for his/her Paper by submitting a motivated request to the Head of the department via email through the Studies Division. A potential Supervisor confirms his/her consent to supervise the Paper with the note "I agree to supervise; first name, surname, date, signature" or by a qualified electronic signature. The request must be submitted during the semester within the deadlines specified in Paragraph 8 of these Methodological guidelines. The Head of the department makes a decision regarding the

permission to prepare the Paper on the proposed topic within 5 working days after the receipt of the request. In the case of a Master's thesis, if the Head of the department approves the preparation of the Master's thesis on the proposed topic, the request is further considered, and the proposed topic is approved by the Study Programme Committee. The student is notified about the decision by email to the email address provided to the student by the University. If the topic proposed by the student is rejected by the Head of the department or not approved by the Study Programme Committee, the student must select a topic from those proposed by the department.

13. Before the date of uploading the Paper to VUSIS, a student may revise the topic of the Paper by submitting a motivated request to the Head of the department via email through the Studies Division. The request must contain the Supervisor's approval of the revision of the topic, confirmed by a qualified electronic signature or with the note "I agree; first name, surname, date, signature". The Head of the department makes a decision on the revision of the topic of the Paper within 5 working days from the date of receipt of the request. The Studies Division informs the student about the decision of the Head of the department via the email address provided by the University.

CHAPTER III PREPARATION OF THE PAPER

14. Papers must be prepared and assessed in accordance with these Methodological guidelines, *inter alia*, Requirements for the Structure and Design of Papers provided for in the Annex of Methodological guidelines and descriptions of course units "Course (Term) Paper" and "Master's Thesis".

15. The student must prepare the Paper honestly and independently, adhering to the principles of academic ethics set out in the Vilnius University Code of Academic Ethics and other legal acts for scientific activities, the laws regulating copyright and other intellectual property rights in force in Lithuania, and the requirements set out in the Guidelines for the Use of Artificial Intelligence at Vilnius University (approved by the Resolution No. SPN-54 of 18 June 2024 of the Senate of Vilnius University).

16. The Paper must be original and independent, and used works of other authors must be clearly identified and marked.

17. Plagiarism is strictly prohibited. Plagiarism is characterized by the following characteristics (clause 19 of the Vilnius University Code of Academic Ethics):

17.1. A person, without indicating the source, uses ideas, illustrative material, excerpts from a written or non-written (visual, audio, etc.) source, or other information generated by other persons, Artificial Intelligence, or other similar technological means;

17.2. A person presents a work in his/her own name, in which he/she uses the work prepared by another person, statements generated with the help of Artificial Intelligence and other similar technological means, slightly changing the words or sentence structures, without indicating the source or indicating it inaccurately;

17.3. A person presents a text written by another person without quotation marks or other type of separation;

17.4. A person performs academic copying and other dishonest actions due to which there is a basis to claim that the prohibition of plagiarism has been violated.

18. A student preparing a Paper must comply with the citation rules set out in the Law of the Republic of Lithuania on Copyright and Related Rights¹:

18.1. It is permitted to quote a work that has been lawfully made public without the author if the citation is consistent with good customs (fair practice) and its scope in a particular case justifies the purpose of the citation;

18.2. A citation is considered to be a short arrangement of an excerpt (fragment) of another work that corresponds to the purpose of the citation (Paragraph 18.6 of these Methodological guidelines);

¹ Prepared in accordance with: BIRŠTONAS, Ramūnas; LIAUKSMINAITĖ Jūratė; MIZARAS, Vytautas (2024). Lietuvos Respublikos autorių teisių ir gretutinių teisių įstatymo komentaras. Vilnius: Vilniaus universiteto leidykla, pp. 184–186.

- 18.3. A citation is lawful if the source and the author's name as given in the cited source are indicated in the footnote to the Paper;
- 18.4. The Paper must clearly indicate that another work is being quoted, i.e., the beginning and end of the quoted part must be clearly visible. It should be noted that in legal writings, quoted statements are usually not separated by quotation marks. In papers, sources that are not protected by copyright (such as legal acts, case law, etc.) are never separated by quotation marks. A citation does not necessarily have to be a literal copy of the text; the author of a Course paper or Master's thesis may paraphrase the quoted part of the work in a way that best suits the Paper he/she is preparing, but even in this case, the paraphrased quoted text must be clearly indicated so as not to confuse the thoughts of different authors;
- 18.5. When citing a text published in a foreign language, it is usually quoted and translated into the language in which the Course paper or Master's thesis is written;
- 18.6. The purpose of citation is a review, evaluation, criticism, polemic, or exchange of thoughts of individual authors of existing positions, thoughts, and views. The purpose of the citation requires that the quotation be inserted into another work in such a way that it is clear to any other person that it is a part of another work and not the thoughts of the student who took the quotation. The citation must comply with the principle of fairness, and its scope must not exceed the purpose of the citation, i.e., the Paper must not be a collection of quotations consisting only of works by other authors or their parts, even if this is indicated (such a Paper will not meet the requirements for independence imposed on it);
- 18.7. Only publicly published works can be cited, regardless of how they were published: published, publicly performed, publicly announced, or otherwise accessible to the public. As long as the work is not publicly available to the public, it cannot be cited in the Paper.
19. The Paper must be written in the grammatically correct Lithuanian language. The Paper may be written in a foreign language if the study programme is implemented in other than the Lithuanian language or the Supervisor is a foreign national. In other cases, the student may submit a motivated request to the Head of the department via email through the Studies Division regarding writing the Paper in a foreign language. The request must contain the Supervisor's approval to prepare the Paper in a foreign language, confirmed by a qualified electronic signature or with the note "I agree; first name, surname, date, signature". The Head of the department makes a decision regarding the writing of the Paper in a foreign language within 5 working days from the date of receipt of the request, about which the student is informed via the email address provided by the University.
20. The Supervisor provides consultancy to the student on the methodological aspects and the subject matter of the Paper at the time of the Supervisor's advising hours specified on the website www.tf.vu.lt in the relevant department's subpage or at a time and form, i.e., the Microsoft Teams platform, separately agreed by both parties via email.
21. After the Supervisors are announced in VUSIS, the student must immediately contact the Supervisor of the Paper and begin preparing the Paper plan:
- 21.1. The deadline for preparing and coordinating the Course paper plan with the Supervisor is agreed with the Supervisor individually;
- 21.2. The plan of the Master's thesis defended in the spring semester of integrated studies is prepared and coordinated with the Supervisor, usually by 3 November;
- 21.3. The plan of the Master's thesis defended in the autumn semester of master's studies is prepared and coordinated with the Supervisor, usually by 1 June ;
- 21.4. The term for the preparation and coordination with the Supervisor of the Master's thesis plan of integrated studies and master's studies after the student resumes studies is agreed upon individually with the Supervisor.
22. The student shall report on the individual stages of the preparation of the Paper in accordance with the procedure and deadlines established by the Supervisor, and in the case of a Master's thesis, also during the course unit "Master's Seminar".
23. For an important reason, the student may submit a motivated request via the Studies Division to the Head of the department to replace the Supervisor. The Head of the department makes a decision within 5 working

days from the date of receipt of the request, and the student is notified about the decision by email to the email address provided to the student by the University.

CHAPTER IV SUBMISSION OF THE PAPER FOR ASSESSMENT

Submission of the Course Paper for Assessment

24. The student must confirm that the Course paper has been prepared independently, honestly, and in accordance with these Methodological guidelines and other legal acts by filling out the guarantee of confirmation of the independent preparation of the Paper (hereinafter – Guarantee) in VUSIS, upload the Course paper to VUSIS, inform the Supervisor about this by email and, if the Supervisor requests, submit the Course paper to the Supervisor for review in the agreed form. Course papers and Guarantees are uploaded to VUSIS in accordance with the following deadlines:

24.1. By 15 December, in the case of the Course paper is prepared in integrated studies in the autumn semester;

24.2. By 15 May, in the case of the Course paper is prepared in integrated studies in the spring semester.

25. A Course paper uploaded to VUSIS may be revised only with the consent of the Supervisor and within the deadlines set by him/her, but no later than the day of the Course paper defense.

26. The Course paper may be defended only after the Supervisor performs a computer check of the independence of the Course paper in the Electronic Coincidence Detection System (hereinafter – ESAS) and generates a report and decides that the Course paper has been prepared independently and meets the requirements.

27. If a student fails to upload the Course paper and/or the Guarantee to VUSIS within the time specified in these Methodological guidelines, the Course paper will not be assessed. In such a case, the student will not be allowed to defend the Course paper, and the Supervisor will enter the record “Not allowed to defend” in VUSIS.

Submission of the Master’s Thesis for Assessment

28. The student must confirm that the Master’s thesis has been prepared independently, honestly, and in accordance with these Methodological guidelines and other legal acts by filling out the Guarantee in VUSIS, upload the Master’s thesis to VUSIS, inform the Supervisor about this by email and, if the Supervisor requests, submit the Master’s thesis to the Supervisor for review in the agreed form no later than 5 working days before the deadline for approval of the Supervisor’s decision to allow the defense of the Master’s thesis in VUSIS, as provided for in Paragraph 30.1 of the Methodological guidelines. The Master’s thesis uploaded to VUSIS may be revised only with the consent of the Supervisor, but no later than until the moment of approval of the Supervisor’s decision to allow the defense of the Master’s thesis in VUSIS, as provided for in Paragraph 30.1 of the Methodological guidelines.

29. If a student fails to upload the Master’s thesis and/or the Guarantee to VUSIS within the time specified in these Methodological guidelines, the Master’s thesis will not be assessed. In such a case, the Supervisor will note in VUSIS that the Master’s thesis is not allowed to be defended.

30. The Master’s thesis may be defended only after the Supervisor performs a computer check of the independence of the Master’s thesis in ESAS, generates a report, and decides that it has been prepared independently and meets the requirements:

30.1. If the Supervisor decides that the Master’s thesis can be defended, he/she shall note in VUSIS that the thesis has been allowed to be defended no later than 10 working days before the date of the Master’s thesis defense scheduled in the Master’s thesis defense timetable. The student shall be informed by VUSIS about the decision to allow the defense of the Master’s thesis;

30.2. If the Supervisor decides that the Master’s thesis cannot be defended because it was prepared without the Supervisor’s participation (as provided for in Paragraphs 20-22 of the Methodological guidelines) or

was not submitted by the deadline set in Paragraph 28 of the Methodological guidelines or the prepared Master's thesis does not meet the requirements for Papers of this type, no later than 10 working days before the date of the Master's thesis defense scheduled in the Master's thesis defense timetable, Supervisor notes in VUSIS that the Master's thesis defense is not allowed and informs the chairman of the Final Thesis Defense Commission (hereinafter – the Commission) of the reasons for such a decision; 30.3. If the Supervisor decides that the Master's thesis cannot be defended, the student has the right to apply to the Commission via email through the responsible employee of the department, submitting a motivated request to permit to defend the Master's thesis no later than within 2 working days from the date of the Supervisor's decision. Having assessed the Master's thesis, the report on the computer verification of work independence and considering the student's motives, the Commission shall decide whether to permit the defence of the Master's thesis or to refuse permission to defend the Master's thesis within 5 working days of receiving of the request. The student shall be informed of the decision via the email address provided by the University. After the Commission has made a positive decision, the responsible employee of the department must note in VUSIS about the Commission's decision on permission to defend the Master's thesis.

31. The Dean's order on permission to defend the Master's thesis is prepared and entered into VUSIS if:
- 31.1. The student has completed the entire study programme (except for the courses – “Final Master's Thesis” and “Final Examination”) and has no debts and/or academic debts;
 - 31.2. The student has uploaded the Master's thesis to VUSIS in accordance with the procedure and deadlines established by legal acts and confirmed that the Master's thesis was prepared independently, honestly, and in accordance with these Methodological guidelines, by filling out the Guarantee in VUSIS;
 - 31.3. The Supervisor has allowed the defense of the Master's thesis, or the decision to allow the defense of the Master's thesis has been made by the Commission.
32. A student is not allowed to defend his/her Master's thesis if he/she has not fulfilled the conditions specified in Paragraph 31 of the Methodological guidelines. In this case, at the request of the Dean, the student is expelled from the University due to academic failure.

CHAPTER V

DEFENSE AND ASSESSMENT OF THE PAPER

33. The assessment of Papers shall be guided by the assessment criteria set out in the description of the relevant study programme course unit and these Methodological guidelines. If a student violates the principle of academic integrity provided for in the Vilnius University Code of Academic Ethics and if the fact of plagiarism is established, the Paper cannot be defended and assessed. The Supervisor shall inform the Dean about the case of dishonesty by an official letter. The Dean, having reviewed the student's explanation, shall impose on him/her the penalty provided for in the Study Regulations of Vilnius University.

Defense and Assessment of the Course Paper

34. The Course paper is assessed by the Supervisor. The student defends the Course paper during the Supervisor's advising hours specified on the website www.tf.vu.lt in the relevant department's subpage or at a time and form, i.e., the Microsoft Teams platform, separately agreed by both parties via email. The Course paper must be defended no later than the last day of the semester. It is recommended to record the Course paper defense process.

35. If the Course paper and/or the Guarantee are not uploaded to VUSIS by the deadline specified in Paragraph 24 of the Methodological guidelines or the Course paper is assessed with a negative grade during the defense or the Paper is not defended, the student is recorded as having debt and may retake the course unit:

- 35.1. A full-time student studying under the daytime schedule of integrated studies may retake the course unit by defending the Course paper during the first 2 weeks of the new semester. The Course paper and

the Guarantee must be uploaded to VUSIS no later than 5 working days before the end of the retake deadline;

35.2. A full-time student studying under the sessions schedule of integrated studies may retake a course unit by defending a Course paper until March 31 if the Paper was prepared in the autumn semester and until October 31 if the Paper was prepared in the spring semester. The Course paper and the Guarantee must be uploaded to VUSIS no later than 5 working days before the end of the retake deadline.

36. In accordance with the procedure established by the Council of the Faculty of Law of the University, a written work prepared during the activities of the Student Scientific Society of the Faculty of Law of the University or a procedural document prepared during the moot competition may be recognized and credited as a Course paper.

Defense and Assessment of the Master's Thesis

37. No later than one month before the possible start of the Master's thesis defense provided for in Paragraph 40 of the Methodological guidelines, the Head of the department appoints reviewers for the Master's theses. Information about the appointed reviewers shall be announced in VUSIS no later than 3 working days before the date of the Master's thesis defense provided for in the Master's thesis defense timetable.

38. After the Supervisor or, in the case provided for in Paragraph 30.3, the Commission makes a decision to allow the defense of the Master's thesis, but no later than 5 working days before the date of the Master's thesis defense provided for in the Master's thesis timetable, the responsible employee of the department sends the Master's thesis by email (in PDF format) to its reviewer, additionally informing the reviewer about the terms and form of submitting review to the student and the Commission.

39. The reviewer shall send a written review of the Master's thesis to the responsible employee of the department and to the student via the email address provided by the University no later than 2 working days before the date of the Commission's meeting at which the Master's thesis will be defended. A student who has not received the review on time may immediately submit a request to the Commission by email through the responsible employee of the department to set a later defense date. Having assessed the student's request, the Commission shall make a decision on permission to defend the Master's thesis no later than 1 working day from the receipt of the request. The student shall be informed of the decision via the email address provided by the University.

40. The defense of Master's theses takes place:

40.1. For integrated studies – from 15 April to 31 May;

40.2. For master's studies, when the study programme plan includes the study course "Final Examination" – from 1 December to 10 January;

40.3. For master's studies, when the study programme plan does not include the study course "Final Examination" – from 2 January to 15 January.

41. The Head of the department approves the Master's thesis defense timetable, which is published no later than 1 month before the possible start of the Master's thesis defense provided for in Paragraph 40 of the Methodological guidelines on the website www.tf.vu.lt and no later than 3 working days in VUSIS. A student, in the event of important reasons, no later than 3 working days before the date of the Master's thesis defense provided for in the Master's thesis defense timetable, may submit a motivated request to the Commission by email through the responsible employee of the Department for setting a different defense date than that provided for in the Master's thesis defense timetable. The Commission makes a decision on setting a different defense date within 1 working day from the date of the receipt of the request, about which the student is informed via the email address provided by the University.

42. The responsible employee of the department submits the Master's theses and reviews (in PDF format) to the members of the Commission by email no later than 1 working day before the Commission's meeting at which the Master's theses will be defended.

43. The Master's thesis is publicly defended at a meeting of the Commission formed by the Dean's order, which may be held in person, remotely, or in a hybrid manner. The decision on the mode of conducting the Commission's meeting is made no later than 1 working day before the start of the Commission's meeting,

with all persons who are to participate in the meeting being informed about this by email. The process of defending the Master's theses is recorded. The Master's thesis is defended at a closed Commission's meeting in the cases specified in the Regulations for the Preparation, Defense and Storage of Research Papers of Students Studying at Vilnius University.

44. If the Supervisor or reviewer of the defended Master's thesis is included in the composition of the Commission, he/she must recuse himself/herself from the assessment process of the Master's thesis supervised or reviewed by him/her, *inter alia*, chairing it, and may not vote in the Commission's decision on the grade of this thesis.

45. If the Supervisor or reviewer of the defended Master's thesis is not included in the composition of the Commission, he/she is invited to participate in the Commission's meeting during which the thesis supervised or reviewed by him/her is defended. If the Supervisor cannot participate in the meeting, he/she must submit his/her opinion in writing on the assessment of the defended thesis to the Commission no later than the day of the Commission's meeting at which the thesis supervised by him/her will be defended.

46. During the Commission's meeting, the student defending the Master's thesis must briefly present (recommended duration – 10 min) his/her prepared paper, indicating the research problem, goal, objectives, briefly describe the object of the paper (research), the methods used, the results obtained, introduce the conclusions and their justification, and may submit proposed recommendations. After the student has presented his/her prepared Master's thesis:

46.1. Members of the Commission and, with the permission of the Commission, other persons participating in the Commission's meeting may submit questions related to the defended Master's thesis; during the defense, the Commission cannot criticize the topic of the Master's thesis and/or reviews;

46.2. The reviewer presents his/her opinion on the Master's thesis (if the reviewer is unable to attend the Commission's meeting at which the Master's thesis is defended, his/her written review is read out). The student is given the opportunity to respond to the reviewer's comments and answer the reviewer's questions;

46.3. The members of the Commission and, with the Commission's permission, other persons participating in the Commission's meeting may submit additional questions related to the defended Master's thesis and/or its review;

46.4. The Supervisor of the thesis presents his/her opinion on the defended Master's thesis (if the Supervisor is unable to attend the Commission's meeting at which the Master's thesis is defended, his/her written opinion is read out);

46.5. At the student's request, the Commission allows him/her to give a short closing speech on the defended Master's thesis.

47. The Master's thesis is assessed collegially by the Commission, taking into account the grade proposed by the reviewer and the opinion of the Supervisor, the defense of the Master's thesis, and the answers to the questions asked during the meeting. At least half of the Commission's members must participate in making a decision on the grade of the Master's thesis. The decision is made by a simple majority of the votes of the Commission's members present at the meeting; if the votes are equally divided, the vote of the Chairman of the Commission determines the grade. In the event that the Chairman of the Commission cannot vote because he/she has abstained, and the votes of the Commission's members on the grade of the Master's thesis are equally divided, the vote of the Deputy Chairman of the Commission elected during the meeting of the Commission's members determines the grade.

48. If none of the students who defended their Master's thesis during the Commission's meeting objects to the public announcement of the grades of the Master's theses, the Chairman of the Commission shall publicly announce the grade of each student after the end of the Commission's meeting on the day of the theses defense. The grade shall be entered into VUSIS by the Chairman of the Commission or a responsible employee of the department no later than 1 working day after the defense of the Master's thesis at the Commission.

49. The decision of the Commission on the grade of the Master's thesis is final and cannot be appealed. Only procedural violations that could have had a significant impact on the assessment of the Master's thesis may be appealed.

50. A student who has not defended his/her Master's thesis within the stipulated time or has failed to defend it shall be expelled from the University as having failed to defend (has not defended) his/her Master's thesis.
51. A student who has resumed his/her studies no earlier than the next semester of studies must submit a request to the Head of the department via email through the Studies Division regarding the preservation of the topic of the Master's thesis or the selection of a topic offered by the department and not chosen by other students or his/her own proposed topic within 5 working days from the beginning of the semester. The Head of the department shall make a decision regarding the permission to prepare the Master's thesis on the relevant topic and the appointment of a Supervisor within 5 working days from the receipt of the request, about which the student shall be informed via the email address provided by the University.
52. A Master's thesis on the same topic may be defended only once, not earlier than the next semester of studies (prior to that studies must be resumed before the start of the semester). If, upon resumption of studies, the Master's thesis is not defended on the second attempt or if the defense is failed, the Master's thesis must be prepared on a different topic.
53. If, after resuming studies:
- 53.1. A student of integrated studies intends to defend the Master's thesis in the autumn semester, the deadlines provided for in Paragraphs 11.4 and 40.2 or 40.3 of the Methodological guidelines apply to him/her, and in the spring semester – the deadlines provided for in Paragraphs 11.3 and 40.1 apply;
- 53.2. A student of master's studies intends to defend the Master's thesis in the spring semester, the deadlines provided for in Paragraphs 11.3 and 40.1 of the Methodological guidelines apply to him/her, and in the autumn semester – the deadlines provided for in Paragraphs 11.4. and 40.2 or 40.3.

CHAPTER VI STORAGE AND PUBLISHING OF THE PAPERS

54. Papers are uploaded and stored in VUSIS.
55. Defended Master's theses are exported from VUSIS to the Lithuanian Academic Electronic Library Information System eLABa within 14 calendar days after the day of their defense.
56. All defended Master's theses are publicly published in the eLABa repository, except in cases where a decision is made not to publish the Master's thesis on the basis of legal acts of the University, in which case only the Metadata of the Master's thesis is published in eLABa.
57. The Commission may decide not to publish the Master's thesis in the eLABa repository taking into account the student's reasoned request, if it is based on the circumstances specified in Paragraph 31 of the Regulations, *inter alia*, when the student requests an embargo period in the Guarantee.

CHAPTER VII FINAL PROVISIONS

58. If the date specified in the Methodological guidelines is a non-working day, then the date of execution of the relevant activity is the first working day following the specified day.
59. When implementing a joint Master's study programme or a study programme awarding double or multiple Master's degrees, the requirements and procedures for the preparation, defense, assessment, and storage of Master's theses provided for in the Methodological guidelines may be slightly changed in order to implement the obligations provided for in the cooperation agreement on the joint study programme or study programme awarding double or multiple Master's degrees.
60. The implementation of Methodological guidelines is controlled by the Vice-Dean for Studies, Heads of departments, and the Studies Division.
61. The Methodological guidelines shall enter into force from the spring semester of the 2024–2025 academic year, except for the Requirements for the Structure and Design of Papers provided for in the Annex to these Methodological guidelines, which do not apply to students defending Master's theses in the spring semester of the 2024–2025 academic year. The Methodological Requirements for the Preparation of Course (term)

Papers and Master's Theses of the Faculty of Law of Vilnius University, approved by the Faculty of Law of Vilnius University on 20 January 20 2021 (Protocol No. 2), shall apply to these students.

Part I. Structure and Content of the Structural Parts of the Papers

1. General Provisions

- 1.1. All Papers should include a Title Page, Abstract, Keywords (in Lithuanian and English), Table of Contents, Introduction, body text, Conclusions, List of Sources, and Summaries in Lithuanian and English.
- 1.2. If the Paper is allowed to be written in a foreign language, the following instructions must also be followed:
 - 1.2.1. In the case where the Paper is prepared in English, the Paper shall contain its Abstract, Keywords, and Summary only in English. The title of the Paper shall be provided in English and Lithuanian.
 - 1.2.2. In the case where the Paper is prepared in another foreign language, the Paper shall contain its Abstract, Keywords and Summary in the foreign language in which the Paper is written, as well as the Abstract, Keywords, and Summary in English (if the Paper is written in a foreign language other than English). The title of the Paper shall be provided in the foreign language in which the Paper is written and in Lithuanian.
- 1.3. If the Paper is written in English, the standard English spoken and written in the United Kingdom (British English) must be used.
- 1.4. The length of a Course paper is 18–25 pages (or approximately 50,000–70,000 characters including spaces, including references), and the length of a Master's thesis is 55–65 pages (or approximately 150,000–180,000 characters including spaces, including references). The following are not included in the total length of the Paper: Title Page, Abstract, Keywords, List of Sources, Summaries, and other Appendices.

2. Title Page

- 2.1. The Title Page (see Example 1) must include:
 - 2.1.1. The name of the department (in which the Paper is written);
 - 2.1.2. The name, surname, study year, academic group (or a study specialization in case of Master's thesis) of the student writing the Paper;
 - 2.1.3. The type of the Paper (Course paper, Master's thesis, essay, paper, etc.);
 - 2.1.4. The title of the Paper in Lithuanian and English languages; if the Paper is allowed to be written in a foreign language, the title of the Paper is also written in the foreign language in which the Paper is written;
 - 2.1.5. The teaching position, scientific degree (if granted), name and surname of the Supervisor of the Paper;
 - 2.1.6. The place (city) and year of preparation of the Paper.

3. Abstract

- 3.1. The Abstract, together with Keywords, is placed on a new page after the Title Page (see Example 2);
- 3.2. The Abstract is a short summary of the main ideas of the Paper, which presents the aim and object of the research. In the Abstract, it is not allowed to cite literature, and sources cannot be cited or it is not allowed to make references;
- 3.3. The length of the Abstract – 400–700 characters including spaces;
- 3.4. The Abstract is written in Lithuanian and English (both Abstracts are placed on the same page). If the Paper is allowed to be written in a foreign language, then the Abstract is prepared in the foreign language in which the Paper is written and in English (if the Paper is written in a foreign language other than English).

4. Keywords

- 4.1. Keywords are main words (phrases) that describe the research;
- 4.2. 4–7 Keywords in Lithuanian and English must be provided. If the Paper is allowed to be written in a foreign language, then the Keywords are provided in the foreign language in which the Paper is written and in English (if the work is written in a foreign language other than English);
- 4.3. Keywords are separated by commas; it is necessary to avoid repeating the title of the Paper;
- 4.4. Keywords are placed on the same page as the Abstract (see Example 2).

5. Table of Contents

- 5.1. The Table of Contents is placed on a new page after the Abstract and Keywords page (see Example 3).
- 5.2. The numbering of pages begins with the page of the Table of Contents, which is considered to be the first page of the Paper.
- 5.3. The Table of Contents should indicate every structural part of the Paper and its page number.
- 5.4. The structural parts of the content are numbered with Arabic numerals; the Introduction, Conclusions, List of Sources, Summaries, and Appendices are not numbered. The list of appendices is not provided in the content. If the main structural parts of the Paper are divided into smaller sections (and, if necessary, subsections), at least two structural parts of the content of the same level must be distinguished (e.g., 1. / 1.1. and 1.2.; 2. / 2.1., 2.2. and 2.3.).

6. Abbreviations

- 6.1. Abbreviations are placed on a new page before the Introduction page.
- 6.2. The list of Abbreviations contains abbreviations (conventional signs, symbols, and terms) used in the Paper; they must be deciphered.
- 6.3. The list of Abbreviations is not made if there are fewer than 20 abbreviations, and each of them is repeated in the text less than three times. In this case, the abbreviation is deciphered after its first use.
- 6.4. Abbreviations in a foreign language are explained in the languages of the original and the Paper.

7. Introduction

- 7.1. The Introduction is placed on a new page after the Table of Contents page(s).
- 7.2. The following issues must be defined in the Introduction: relevance of the topic under consideration, aim, objectives, object, and research methods of the Paper, originality of the Paper (applies only to Master's thesis), and most important sources.
- 7.3. The discussion of each issue specified in point 7.2 in the Introduction begins with a new paragraph.
- 7.4. When defining the topic's relevance, it should be indicated to what extent, in the student's opinion, the topic under consideration is relevant to the theory and practice of law (especially in Lithuania) and how specifically the relevance is manifested.
- 7.5. The purpose of specifying the aim, objectives, and object of the Paper is to define the boundaries of examining the topic of the Paper. This part of the Introduction should indicate as precisely as possible what questions the Paper seeks to answer and/or what questions of the topic will be examined in the Paper and which will not, and what reasons led the student to examine this topic in this particular way. The Introduction must precisely define the object of the research.
- 7.6. When specifying research methods, it should be explained what research methods were used in writing the Paper and how each method was actually used.
- 7.7. When presenting the originality of the Master's thesis, the student reviews scientific research conducted on the topic in Lithuania and/or abroad.
- 7.8. When describing sources, the types of sources used in the Paper must be consistently named, providing explanations as to which sources, in the student's opinion, were most important for the research and why, as well as what reasons determined the choice of specific sources used in the Paper (monographs of certain authors, other special literature, legal acts of foreign states, etc.).

8. Research Part

- 8.1. The Research Part begins on a new page after the Introduction page.
- 8.2. The Research Part of the Paper must be based on a consistent structure, and the research carried out must be presented smoothly, avoiding redundant provisions and repetitions. Every day reflections, expressions, etc., must not be used.
- 8.3. The Paper must not analyze issues unrelated to the topic under consideration, and the issues under consideration must be discussed as thoroughly and comprehensively as possible.
- 8.4. The Research Part of the Paper must analyze legal acts, case law, legal doctrine, and legal literature, and other theoretical and practical legal sources. It is recommended not to use sources that are not considered scientific sources, such as various media publications, publications on news agency websites, etc., unless the

indicated sources provide information important to the Paper and the student believes that without using them, it will not be possible to explain the problem under study in detail. Defended Master's theses and other student-written works, with the exception of defended doctoral dissertations, are not considered scientific sources and are not allowed to be used when preparing a Paper.

8.5. The search for sources necessary for the preparation of the Paper and the analysis presented therein is an integral part of the process of preparing the Paper, for which the student preparing the Paper is responsible. The Supervisor of the Paper may consult and advise the student in the process of searching for the aforementioned sources. When searching for the necessary, first of all, scientific sources, students are recommended to use the databases subscribed to by the Vilnius University Library and the scientific sources referred to in them (scientific articles, books, etc.), as well as access to electronic scientific books and journals.

8.6. When analyzing legal doctrine and legal literature, scientific concepts and positions should usually be examined and compared, their differences should be distinguished, and the student's opinion on the analyzed concepts and positions should be expressed.

8.7. Each part of the text, which discusses a relatively independent issue of the analysis of the Paper, is structurally distinguished in the text: part, section, subsection.

8.8. If statements of another author are quoted or otherwise used when writing the Paper, a footnote must be provided at the end of the corresponding sentence (paragraph), indicating the author and source of these statements. Footnotes are enumerated with Arabic numerals continuously throughout the text. The number denoting the footnote is placed in the text without a space after the last word of the quoted text; a full stop, comma, or other necessary punctuation mark is placed after the number denoting the footnote. The rules for the bibliographic description of sources are set out in Part IV of the Requirements for the Structure and Design of Papers (hereinafter – the Requirements).

8.9. If court decisions or other practical material are cited in the Paper, immediately after the mention, the metadata of the court decision or the source of other practical material must be indicated in the footnote. The rules for providing references to court decisions and other practical material are set out in Part IV of these Requirements.

8.10. If legal acts (of any type) are cited in the paper, the name of the legal act used and the date of publication must be indicated in the footnote when the relevant legal act is mentioned for the first time. When citing the same legal act for the second, third time, etc., references are no longer provided in the footnotes, except for specific cases where this rule may not apply, e.g., when analyzing different versions of the same legal act. The rules for providing references to legal acts are set out in Part IV of these Requirements.

8.11. It is recommended to avoid citing (re-quoting) secondary sources. Only those sources whose originals (primary sources) are unavailable may be re-cited. Secondary sources used, the original of which is not available, cannot be cited as primary sources. When re-citing a source, the author of the quoted text is indicated in the footnote, the words "cited according to" are written, and the secondary source from which the quote was taken is provided, for example:

SAMUEL, Lenia (1997). Fundamental Social Rights: Case Law of the European Social Charter, cited according to PETRYLAITĖ, Daiva (2005). <i>Kolektyviniai darbo ginčai</i> . Vilnius: Teisinės informacijos centras, p. 181.
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An indirect source is not included in the list of sources; only the secondary source is indicated, i.e., the information from which is used in the Paper, for example:

PETRYLAITĖ, Daiva (2005). <i>Kolektyviniai darbo ginčai</i> . Vilnius: Teisinės informacijos centras.

9. Conclusions

9.1. Conclusions must be formulated so that they fully answer the objectives of the Paper and the questions implied by them and achieve the aim of the Paper.

9.2. The purpose of the Conclusions is not to provide a summary of the Research Part of the Paper; therefore, the Conclusions must be formulated in specific, unambiguous statements that reflect the results of the student's research and the position formed on the relevant aspect of the research.

9.3. The Conclusions may not address issues that were not examined in the Paper. The Conclusions may not contain quotations or references to other sources.

9.4. The Conclusions must be enumerated.

9.5. In addition to the Conclusions, proposals may also be formulated (e.g., regarding amendments to a legal act, etc.) if they are appropriate to present, taking into account the aim and objectives of the Paper.

9.6. The Conclusions are placed on a new page.

10. List of Sources

10.1. The List of Sources shall indicate all sources that were used in writing the Paper.

10.2. The List of Sources shall be placed on a new page. The List of Sources shall be presented after the Conclusions, before the Summaries.

10.3. The List of Sources shall be prepared in accordance with the following principles:

10.3.1. The List of Sources must include all sources used in the research and which are indicated in the Paper;

10.3.2. The List of Sources cannot include sources that are not indicated in the Paper.

10.4. The sources in the list must be written in the original language, grouped by type, and enumerated consecutively. The following main groups of sources should be distinguished in the List of Sources: legal acts, special literature, case law, and other sources.

10.5. If necessary, these main groups of sources can be divided into subgroups (e.g., legal acts into international treaties, legal acts of the European Union, legal acts of the Republic of Lithuania, etc.) and/or distinguish other groups of sources (e.g., collective agreements, *travaux préparatoires*, etc.).

10.6. In groups (subgroups), sources are indicated in the following sequence:

10.6.1. Legal acts – international legal acts (international treaties, etc.) and European Union legal acts (regulations, directives, etc.) are written in separate subgroups; legal acts of the Republic of Lithuania² according to legal force (e.g., the Constitution, constitutional laws, codified laws, other laws, by-laws); legal acts of equal legal force are indicated alphabetically; legal acts of foreign states are also distinguished into a separate subgroup;

10.6.2. The doctrine of the Constitutional Court of the Republic of Lithuania³ (if necessary, foreign states) is arranged in a separate group after legal acts according to the date of adoption of the resolutions, starting from the earliest adopted resolutions;

10.6.3. Special literature (monographs, commentaries, textbooks, other books, etc.) – in alphabetical order by the first letter of the author's surname, and if the author is not indicated – by the first letter of the first word of the source title; special literature is listed in the following order of languages: languages of Latin origin, other languages;

10.6.4. Case law is arranged according to the levels of courts (instances of homogeneous courts), starting from the highest level court (decisions of international courts and judicial institutions of the European Union, taking into account their levels, are indicated before decisions of national courts). If decisions of foreign courts are used, they are separated into separate subgroups according to individual States;

10.6.5. *Travaux préparatoires* (draft documents prepared by various institutions, explanatory notes to legal acts, court case materials, except for the decisions themselves, which are written in the practical material section, studies, etc.) – by individual entities and material dates.

10.7. Sources must be presented in the list in accordance with the rules for bibliographic description and referencing formulated in Part IV of these Requirements.

² If the Paper is written in a language other than Lithuanian, then the legal acts of the other state, which is the main object of the research, shall be indicated according to legal force.

³ If the Paper is written in a language other than Lithuanian, then the doctrine of the Constitutional Court of the other state, which is the main object of the research, shall be indicated.

11. Summaries

11.1. Course papers and Master's theses must have Summaries in Lithuanian and English. If the Paper is allowed to be written in a foreign language, the Summary is written in the foreign language in which the paper is written and in English (if the Paper is written in a foreign language other than English).

11.2. The Summary in each language is placed on a new page after the List of Sources.

11.3. Summaries must include the title of the Paper, the student's name and surname, and the main statements, results, and conclusions of the Paper (see Example 4).

11.4. The length of the Summary for a Course paper is from 900 to 1,400 characters including spaces, and for a Master's thesis – from 1,600 to 2,000 characters including spaces.

Part II. Text Formatting and Writing Requirements

12. Text Formatting and Formalization of the Paper

12.1. The Paper is written using an A4 format sheet. The text must be printed in *Times New Roman* font.

12.2. Format of the Paper page: text indentation from the left side – 3.17 cm, from the right side – 2.54 cm, from the top and bottom – 2 cm.

12.3. Text font size – 12 pt, footnotes (if provided) text size – 10 pt.

12.4. The spaces between the lines of the text must be 1.5 pt, and the spaces between the lines of the footnotes must be 1.0 pt.

12.5. The alignment of the entire Paper text – justified.

12.6. The spaces between words in the text must be single. The spaces between the text characters must be of the standard size (0 pt).

12.7. Page numbering – at the bottom of the pages, in the center, the font size of the page numbers is 10 pt (Title, Abstract, and Keywords pages are not enumerated).

12.8. The first paragraph of each structural part of the Paper begins to be written from the left edge of the page; all other paragraphs of that structural part are moved away from the left edge by 0.75 cm.

12.9. The names of structural parts are written starting with a capital letter. A full stop is not placed at the end of the names.

12.10. The largest structural parts of the Paper should start on a new page. There should be a single line space between a paragraph of text and the title of the new structural part below, as well as between the title of a structural part and the paragraph of text of that part below.

12.11. It is not recommended to use bold or underlined fonts in the text except when writing the titles of structural parts or when it is desired to emphasize particularly important statements or words.

12.12. The Paper should consistently adhere to the chosen writing style: legal acts, dates, numbers, concepts, abbreviations, etc. throughout the text of the Paper must be written in the way they are presented in the Paper for the first time. If legal acts, names of institutions, and other concepts are defined by abbreviations, such concepts are indicated in the subsequent text of the Paper using only such abbreviations.

12.13. When at the end of the page only the name of the structural part of the Paper and/or a small part (2–3 lines) of the structurally separate text remains, it is recommended to move such part (text) and start it on the next page.

13. Writing of Titles of Legal Acts, Numbers of Articles, Parts of Articles, and Clauses of Legal Acts, Words Not in Lithuanian, Dates, and Use of Punctuation Marks

13.1. Titles of legal acts in the text for the first time should be written in full, starting with the words “Republic of Lithuania”⁴. The title of a legal act mentioned for the second and subsequent times may be written omitting the words “Republic of Lithuania”. If an abbreviation of the title of a legal act is to be used further in the text, it is defined by presenting the title of the relevant legal act for the first time in the Paper.

⁴ If the Paper is written in a language other than Lithuanian, then the titles of legal acts of the other state, which is the main object of the research, shall be started in the texts for the first time by indicating the name of the state.

13.2. If a version of a legal act that is no longer relevant at the time of preparation of the Paper is used, then the date of the version of the legal act used must be indicated in brackets after the title of the legal act.

13.3. If the title of the law in the text is written with the words “Lietuvos Respublika”, the law’s title after these words begins with a lowercase letter (except in cases where the official title of the legal act is written differently), for example, Lietuvos Respublikos akcinių bendrovių įstatymas (*do not write* – Lietuvos Respublikos Akcinių bendrovių įstatymas)⁵.

13.4. If the title of the law is indicated in the text without the words “Lietuvos Respublika”, the title of the law begins with a capital letter, for example, Akcinių bendrovių įstatymas, Civilinis kodeksas (*do not write* – Civilinis Kodeksas)⁶.

13.5. The numbers of articles, parts of articles, and clauses of legal acts are written in numerals (except for cases when the official legal act states otherwise). The words “article”, “part”, and “clause” may be abbreviated in the text. Chapters and sections of legal acts are indicated as in the official text of the legal act (in various legal acts, they may be written in Roman numerals or words, etc.); they are not abbreviated.

13.6. Words not written in Latin script shall be transliterated into Latin script in accordance with international transliteration standards: see the standards approved by the Latinization Group of the United Nations Group of Experts on Geographical Names (UNGEGN): <https://arhiiv.eki.ee/wgrs/>.

13.7. Terms in Latin and foreign languages shall be written in italics, e.g., “...qualification under the *lex causae* did not allow the court ...”.

13.8. When the text in parentheses is intended to provide the equivalent of the Lithuanian term⁷ used in a foreign language, the abbreviation of the relevant foreign language and the term shall be indicated in italics (without quotation marks), e.g., “...grupinis tyčinis spaudimas (eng. *mobbing*) ...”.

13.9. Dates in the text of the Paper are written in a mixed way: “1 October 2024”. The date “01-10-2024” is written numerically only in cases where the rules of the bibliographic description of the source used require it (see Part IV of the Requirements).

13.10. Punctuation marks in Papers in Lithuanian are used in accordance with the requirements of Resolution No. N-8 (178) “On the Rules of Lithuanian Language Punctuation” (as amended) of 7 November 2019 of the State Lithuanian Language Commission.

14. Text Illustration

14.1. In Papers, tables and figures can be used to summarize and illustrate the material (figures are all graphic, photographic, cartographic, or other illustrative visual material). All illustrative material must be discussed and analyzed in the Paper, and references to the illustrative material must be provided in the text.

14.2. All illustrative material must have titles and numbers. Different types of illustrative material (tables, figures) are numbered separately.

14.3. The title of the illustrative material is written in lowercase letters, starting with a capital letter, above the illustrative material (table or figure) in the middle of the page. A full stop is placed after the number, and the designation of the type of illustrative material, then the title of the illustrative material is written in bold, after which a full stop is not placed. A smaller font size is used in illustrative material and its descriptions than in the main text (recommended font size 10–11pt).

14.4. Illustrative material must be compact and not occupy more than one page. It is recommended to present tables and figures immediately after the reference in the text, but if there is not enough space on the page or about a third of the page remains empty, the table or figure can be moved to another page of the Paper. Larger illustrative material must be presented in the appendices of the Paper.

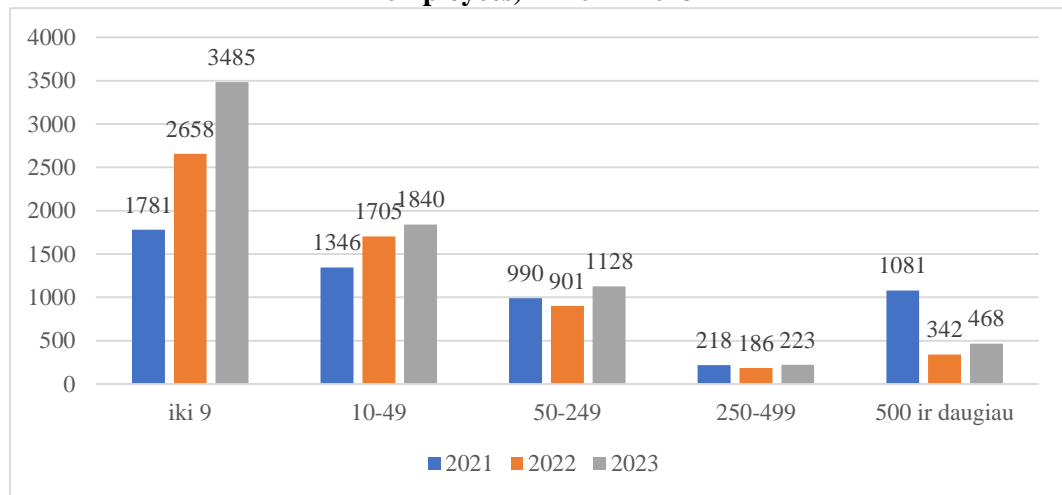
14.5. Each table and/or figure must be indicated by its author and source (if any). If the illustrative material is prepared independently by the student, then it is indicated: “Compiled by the author”, if other sources, or literature were used in the preparation of the illustrative material, then it is indicated “Compiled by the author, based on (source(s) are indicated)”, for example:

⁵ The paragraph is relevant only for the Papers written in Lithuanian.

⁶ The paragraph is relevant only for the Papers written in Lithuanian.

⁷ If the Paper is written in a language other than Lithuanian, then the term of language in which the Paper is written.

Figure 1. **Number of applications examined by Labor dispute commissions by company size groups (number of employees) in 2021–2023**



Source: Compiled by the author, based on: State Labour Inspectorate data. Access via the Internet: https://vdi.lrv.lt/public/canonical/1722927033/1585/10.2_DG_im_dydziai.xlsx.

Table 1. **Distribution of approved (occupied and vacant) positions of other court personnel in 2024 (excluding positions of judges, assistant judges, session secretaries, and legal staff)**

Court	Positions:	Language specialist	Translator
Lithuanian Court of Appeal	12	1	2
Supreme Administrative Court of Lithuania	5	1	0
Supreme Court of Lithuania	15	2	1

Source: Compiled by the author, based on: National Court Administration data. Access via the Internet: <https://www.arcgis.com/apps/dashboards/62be9c4d755348d0ab96ecc6fa4d3896>.

Part III. Use of Artificial Intelligence and Generative Artificial Intelligence Models in Paper and Citation of Their Generated Content

15. Artificial Intelligence and Generative Artificial Intelligence Models

15.1. When preparing Paper, students must strictly follow the guidelines and rules for the use of Artificial Intelligence and Generative Artificial Intelligence Models (hereinafter – AI) tools, in particular, the Guidelines for the Use of Artificial Intelligence at Vilnius University (approved by Resolution No. SPN-54 of 18 June 2024, of the Vilnius University Senate), as well as the Guidelines for the Ethical Use of Artificial Intelligence in the Scientific and Study Process (approved by Order No. V-14 of 29 April 2024, of the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania).

15.2. When using AI, it is always necessary to check and critically evaluate information and sources obtained using AI tools, as it is generally known and acknowledged that AI tools can generate false information, distort facts, and even indicate (create) non-existent sources. In all cases, when using AI, it is necessary to respect and comply with the intellectual property, personal data, and other legally protected rights of third parties.

15.3. A student who uses and presents AI-generated results in a Paper is personally responsible for the content and quality of the final result.

15.4. The AI used in the Paper must be indicated in the Introduction, detailing the purpose, which structural part(s) of the Paper, and which AI tool(s) were used.

15.5. When preparing the Paper using AI, it is necessary to save the AI-generated results in their entirety, the way they were obtained, the AI tool used, and the date of its use (it is especially important to save the exact text created by the AI tool, because the AI tool creates a different answer during each conversation session, even if the same query is submitted).

15.6. AI-generated text or text paraphrased on its basis and illustrations must be clearly identified in the text of the Paper and properly cited in footnotes. When citing in the Paper, it is necessary to indicate the question (query) asked to the AI tool and provide an exact quote of the AI answer or generated illustration, for example:

Exact AI quote:

When AI was asked, “Can I present an AI-generated answer as my own position?”, ChatGPT generated the answer, “You can use an AI-generated answer as supporting material, but it is advisable to review, evaluate, and adjust it according to your own perspective and knowledge. AI may provide valuable ideas or references, but the final text should reflect your own understanding and position. This is especially important in an academic or professional context to ensure the work is authentic and consistent with your own analysis and insights.”¹

¹ OpenAI. *ChatGPT-4o* (requested 2024-11-05) [Grand Language Model]. <https://chat.openai.com/chat>

or a paraphrased text of the AI-generated response and the exact full AI-generated response must be provided in the appendix to the Paper (see Example 5), for example:

Paraphrased text:

When the AI was asked the question, “Can I present an AI-generated answer as my own position ” ChatGPT generated the answer that the answer generated by Artificial Intelligence can be used as my own text, but in all cases, it is necessary to evaluate and verify the correctness of the generated answer individually.¹

¹ OpenAI. *ChatGPT-4o* (requested 2024-11-05) [Grand Language Model]. <https://chat.openai.com/chat>, see Appendix 1.

15.7. The AI tool used in the list of sources is not indicated as a source but as software (see Part IV of these Requirements).

15.8. Failure to provide references or incomplete provision of references to AI-generated content is considered academic dishonesty.

Part IV. Submission of Citation References in the Text of the Paper and Compilation of a List of Sources

16. References

16.1. References are provided in the form of footnotes.

16.2. Footnotes can be used not only to refer to the relevant source of information but also to further explain or substantiate a certain statement or fact mentioned in the text of the Paper.

16.3. It is recommended not to use the abbreviations “*cit. op.*” or “*supra, note*” in footnotes.

16.4. When the source mentioned in the footnote was mentioned in the previous footnote on the same page, this source can be indicated in the footnote using “*ibid.*” or “*ibidem*” and, if necessary, the relevant page of the cited source indicated.

16.5. Sources used in the Paper are presented in the references in accordance with Paragraph 17 of these Requirements.

17. Description of the Sources Used in the Footnotes and in the List of Sources in Accordance with the Rules of APA7 Bibliographic Description

17.1. LEGAL ACTS:

17.1.1. **International treaties ratified** by the Republic of Lithuania and officially published in the Register of Legal Acts (hereinafter – the TAR) or the Official Gazette shall have the following data indicated: (i) the official title of the legal act, the signatory countries or international organization (if any); (ii) in parentheses,

the year of adoption; (iii) after the full stop, the name of the source of publication (official publication) in italics, the year, number (the abbreviation “No.” or “no.” is not written), and the publication number of the legal act, for example⁸:

Tarptautinis pilietinių ir politinių teisių paktas (1966). *Valstybės žinios*, 2002, 77-3288.

17.1.2. **International treaties not ratified and/or not officially published** by the Republic of Lithuania – shall have the following data indicated: (i) the official title of the legal act, signatory countries, or international organization (if any); (ii) in parentheses, the year of adoption; (iii) after the full stop, the official register of the legal act number (UNTS/ETS/OAS, etc.) (if not available, unofficial references ILM, IHRR or others) (see: <http://www.eisil.org/> or <http://www.worldlii.org/>), and the page number, for example:

Convention on Great Lakes Fisheries, United States and Canada (1954). Can TS 1955 No 19, 6 UST 2836.

17.1.3. **European Union regulations, directives and other legal acts** shall have the following data indicated⁹: (i) the institution; (ii) the full mixed type date of adoption of the legal act; (iii) the type of the legal act; (iv) the number of the legal act, the abbreviation of the institution (if any); (v) the official title of the legal act; (vi) the source of the official publication, its number, year of publication, the numbers of the first and last pages, for example:

(i) Directive 2002/14/EC of the European Parliament and of the Council of 11 March 2002 establishing a general framework for informing and consulting employees in the European Community. OJ L 80, 2002, pp. 29–34.
(ii) Directive 2019/1152 of the European Parliament and of the Council of 20 June 2019 on transparent and predictable working conditions in the European Union. OJ L 186, 2019, pp. 105–121.
(iii) Regulation No 883/2004 of the European Parliament and of the Council of 29 April 2004 on the coordination of social security systems. OJ L 166, 2004, pp. 1–123.

17.1.4. The **Constitution** of the Republic of Lithuania, **codes, laws**¹⁰ shall have the following data indicated: (i) the official title of the legal act; (ii) the full mixed type date of adoption of the legal act; (iii) the number; (iv) after a full stop, the name of the source of publication (official announcement) in italics (the abbreviation “TAR” is not written in italics), the year, the edition number, and the publication number of the legal act (the abbreviation “No.” or “no.” is not written), for example:

(i) Constitution of the Republic of Lithuania. Adopted by the citizens of the Republic of Lithuania in a referendum on 25 October 1992. *Official Gazette*, 1992, 33–1014.
(ii) Criminal Code of the Republic of Lithuania. 26 September 2000. No. VIII-1968. *State Gazette*, 2000, 89–2741.
(iii) Law of the Republic of Lithuania on Credit Administrators and Credit Buyers. 11 July 2024. No. XIV-2895. TAR, 2024, 13504.

17.1.5. **Government resolutions** shall have the following data indicated¹¹: (i) the institution (the Government of the Republic of Lithuania); (ii) the full mixed type date of the adoption of the legal act, its

⁸ The paragraph is mostly relevant for Papers written in Lithuanian.

⁹ If the Paper is written in English, the sequence of data indication is as follows: (i) the type of the legal act; (ii) the number of the legal act; (iii) the institution; (iv) the full mixed type date of adoption of the legal act; (v) the official title of the legal act; (vi) the source of the official publication, its number, year of publication, the numbers of the first and last pages.

¹⁰ If the Paper is written in a language other than Lithuanian, then the Constitution, codes and laws of the other state, which is the main object of the research, shall be indicated.

¹¹ If the Paper is written in English, the sequence of data indication is as follows: (i) the type of the legal act; (ii) the institution; (iii) the full mixed type date of the adoption of the legal act, and number; (iv) the official title of the legal act in quotation marks;

type, and number; (iii) the official title of the legal act in quotation marks; (iv) after a full stop, the name of the source of publication (official announcement) in italics (the abbreviation “TAR” is not written in italics), the year, the edition number (if any), and the publication number of the legal act (the abbreviation “No.” or “no.” is not written), for example:

Resolution of the Government of the Republic of Lithuania of 6 November 2019 No. 1143 “On Cooperation with the International Organization of Francophonie”. TAR, 2019, 18350.

17.1.6. **Ministerial orders and other subordinate legal acts** shall have the following data indicated¹²: (i) the institution; (ii) the full mixed type date of the adoption of the legal act, its type, and number; (iii) the official title of the legal act in quotation marks; (iv) after a full stop, the name of the source of publication (official announcement) in italics (the abbreviation “TAR” is not written in italics), the year, the edition number (if any), and the publication number of the legal act (the abbreviation “No.” or “No.” is not written), for example:

Order No. 1R-302 of the Minister of Justice of the Republic of Lithuania of 27 December 2013 “On the approval of the notification on the form of provision of secondary legal aid”. TAR, 2013, 320.

17.1.7. **Jurisprudence of the Constitutional Court** shall have the following data indicated¹³: (i) the full name of the court; (ii) the full mixed type date of adoption of the resolution (decision) (note: the number of the resolution (decision) is indicated only if two resolutions or decisions are published on the same day; the name of the case is **not indicated**); (iii) after the word “resolution” or “decision”, and after a full stop, the name of the source of the publication (official announcement) in italics (the abbreviation “TAR” is not written in italics), the year (only if it differs from the year of adoption of the legal act), the number (if any) (abbreviation “No.” or “no.” is not written), and the publication number of the legal act, for example:

The Constitutional Court of the Republic of Lithuania. Resolution of 29 September 2005. *Official Gazette*, 117–4239.

Notes:

- 1) If a legal act was published in a separate publication (as a book, brochure, or leaflet), and the student uses this particular source format, the List of Sources indicates the source of the official publication of the legal act, but not the mentioned special publication;
- 2) If a legal act or any other primary legal source (current or historical) is published in a collection or a book and does not have its official source of publication or its official source of publication cannot be found, in this case, the following is indicated: (i) the name of the act; (ii) the preposition “In” is written after a full

(v) after a full stop, the name of the source of publication (official announcement) in italics (the abbreviation “TAR”, indicating the Register of Legislative Acts in Lithuania, is not written in italics), the year, the edition number (if any), and the publication number of the legal act (the abbreviation “No.” or “no.” is not written).

¹² If the Paper is written in English, the sequence of data indication is as follows: (i) the type of the legal act, and number; (ii) the institution; (iii) the full mixed type date of the adoption of the legal act; (iv) the official title of the legal act in quotation marks; (v) after a full stop, the name of the source of publication (official announcement) in italics (the abbreviation “TAR” indicating the Register of Legislative Acts in Lithuania, is not written in italics), the year, the edition number (if any), and the publication number of the legal act (the abbreviation “No.” or “no.” is not written).

¹³ If the Paper is written in English, the sequence of data indication is as follows: (i) the full name of the court; (ii) after a full stop, the type of the legal act; (iii) the full mixed type date of adoption of the resolution (decision) (note: the number of the resolution (decision) is indicated only if two resolutions or decisions are published on the same day; the name of the case is **not indicated**); (iv) after a full stop, the name of the source of the publication (official announcement) in italics (the abbreviation “TAR”, indicating the Register of Legislative Acts in Lithuania, is not written in italics), the year (only if it differs from the year of adoption of the legal act), the number (if any) (abbreviation “No.” or “no.” is not written), and the publication number of the legal act.

stop, a colon is added; and (iii) the source data are indicated in accordance with the relevant rules of the bibliographic description, for example:

Abiejų Tautų tarpusavio įsipareigojimas. In: *Lietuvos teisės istorijos chrestomatija*, GELUMBAUSKIENĖ, Regina ir ŠAPOKA, Gintaras (compliers). Vilnius: Justitia, 2012, pp. 65–66.

3) URL addresses are not indicated, except in cases where the legal act is published only in electronic form.

17.2. SPECIAL LITERATURE:

17.2.1. **A book by one author** shall have the following data indicated: (i) the author's surname in capital letters, and, after a comma, the name starting with a capital letter; (ii) in parentheses, the year of publication; (iii) the title in italics after a full stop; (iiia) additionally, if necessary, a full stop is placed after the title of the book, and the type of book is indicated without using italics (monograph, textbook, collection of peer-reviewed scientific articles, etc.); (iv) after a full stop, the edition number (only if not the first edition is cited); (v) after a full stop, the place of publication (city); (vi) after a colon, the publisher; (vii) *in the footnote, in the text, the page(s) of the cited text in the book is/are additionally indicated after a comma*, for example:

- (i) ŠVEDAS, Gintaras (2006). *Baudžiamosios politikos pagrindai ir tendencijos Lietuvos Respublikoje*. Vilnius: Teisinės informacijos centras.
- (ii) ŠVEDAS, Gintaras (2016). *Baudžiamosios politikos pagrindai ir tendencijos Lietuvos Respublikoje*. Second edition. Vilnius: Teisinės informacijos centras.
- (iii) MACHOVENKO, Jevgenijus (2013). *Teisės istorija*. Vilnius University textbook. Vilnius: Registrų centras, pp. 50–60. [*pages are only referenced in the text footnote*]

17.2.2. **A book with two/three authors** shall have the following data indicated: (i) the surnames of all authors in capital letters, and, after a comma, the names of the authors starting with capital letters (in the same order as the authors are listed on the title page of the book), the personal names of the authors are separated by semicolons, and, before the last personal name the conjunction “and” is used; (ii) all further data presented as the data of a book by a single author, for example:

- (i) PETRYLAITĖ, Daiva and PETRYLAITĖ, Vida (2022). *Darbo teisė visiems*. Vilnius: Vilniaus universiteto leidykla.
- (ii) DAPŠYS, Antanas; MISIŪNAS, Jonas and ČAPLINSKAS, Albertas (2008). *Baismės individualizavimo teisinės problemos. Baudžiamojo įstatymo normų ir jų taikymo teismų praktikoje sisteminė analizė*. Vilnius: Teisės institutas.

17.2.3. **A book with four or more authors** shall have the following data indicated: (i) the surnames of the first three authors in capital letters, and, after a comma, the names starting with capital letters (in the same order as the authors are listed on the title page of the book), the personal names of the authors are separated by semicolons, and “etc.” or “et al.” is written; (ii) all further data are presented as the data of a book by a single author, for example:

ŠVEDAS, Gintaras; PRAPIESTIS, Jonas; VOSYLIŪTĖ, Andželika et al. (2022). *Lietuvos Respublikos baudžiamojo kodekso specialiosios dalies sistemiškumo iššūkiai*. Vilnius: Vilniaus universiteto leidykla.

17.2.4. **A book of a collective author:** in the case of a collective author of the book (institution), the following is indicated: (i) the official name of the institution; (ii) all further data are presented as the data of a book of a single author, for example:

Ministry of Social Security and Labour of the Republic of Lithuania (2017). *Socialinis pranešimas 2016–2017*. Vilnius: Socialinės apsaugos ir darbo ministerija.

17.2.5. **A book, when one or more editors is/are indicated** shall have the following data indicated: (i) the surname(s) of the editor(s) in capital letters, and, after a comma, the name(s) starting with capital letter(s) (in the case of several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3), and, accordingly, the abbreviation “ed.”, or “eds.” is written in parentheses; (ii) all further data are presented as the data of a book of a single author, for example:

(i) KŪRIS, Egidijus (ed.) (2015). *Krizė, teisės viešpatavimas ir žmogaus teisės*. Šiauliai: AB „Titnagas“.
(ii) MACHOVENKO, Jevgenij and ISOKAITĖ, Indrė (eds.) (2016). *Konstitucionalizmo idėja, bendroji Europos teisė ir Lietuvos konstitucinė tradicija*. Collection of peer-reviewed scientific articles. Vilnius: Vilniaus universiteto leidykla.

17.2.6. **A part of a book (a chapter, an article)** shall have the following data indicated: (i) the surname(s) of the author(s) of the book part (chapter, article) in capital letters, and after the comma, the name(s) starting with capital letter(s) (in the case of several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3); (ii) after a full stop, the title of the book part (chapter, article) without using italics; (iii) after a full stop the preposition “In” is written, and a colon is added; (v) all further data are presented as the data of a book of a single author; (vi) after the publisher’s data, a comma is added and the page range of the book part (chapter, article) is indicated; (vii) *in the footnote in the text, only the specific page(s) of the quoted text is/are indicated after a comma; the page range of the book part (chapter, article) is not specified*, for example:

SUDAVIČIUS, Bronius. Mokesčiai kaip konstitucinė biudžeto pajamų forma. In: Machovenko, Jevgenij and ISOKAITĖ, Indrė (eds.) (2016). *Konstitucionalizmo idėja, bendroji Europos teisė ir Lietuvos konstitucinė tradicija*. Collection of peer-reviewed scientific articles. Vilnius: Vilniaus universiteto leidykla, pp. 151–170.

17.2.7. An **electronic book in a database** shall have the following data indicated: (i) the surname(s) of the author(s) in capital letters, and, after the comma, name(s) starting with the capital letter(s) (in the same order as the authors are listed on the title page of the book; if there are several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3); (ii) in parentheses, the year of publication; (iii) the title in italics after a full stop; (iiia) additionally, if necessary, a full stop is placed after the book title, and the type of the book is indicated without using italics (monograph, textbook, collection of peer-reviewed scientific articles, etc.); (iiib) after a full stop, the edition number (only if not the first edition is cited); (iv) “[online]” is indicated in square brackets without punctuation; (v) the place of the publication (city) after a full stop; (vi) after a colon, the publisher; (vii) the name of the database is indicated after the a full stop; (ix) *in the footnote in the text, the page(s) of the cited text in the book is/are additionally indicated after a comma*, for example:

KASTNER, Philipp (2011). *International Criminal Justice in bello?* [online]. Leiden, Boston: Martinus Nijhoff Publishers. Brill Online Books.

17.2.8. An **electronic book with DOI** is described in the same way as an electronic book in a database, only the DOI number is indicated instead of the database, for example:

MAČIULIENĖ, Monika and GULEVIČIŪTĖ, Gintarė (2024). *Skaitmeninė komunikacija*. Handbook [online]. Vilnius: Vilniaus Gedimino technikos universitetas. DOI10.20334/2024-045-S.

17.2.9. An **electronic book without DOI** is described in the same way as an electronic book in a database, only the URL address is indicated instead of the database (avoid underlining this address), for example:

JUŠKEVIČIŪTĖ-VILIENĖ, Agnė and PŪRAITĖ-ANDRIKIENĖ, Dovilė (eds.) (2023). *Konstitucinė justicija Lietuvoje: trys veiklos dešimtmečiai*. Collection of peer-reviewed scientific articles [online]. Vilnius: Vilniaus universitetas. https://www.tf.vu.lt/wp-content/uploads/2024/01/Konstitucine_justicija_Lietuvoje_2023.pdf.

17.2.10. **An article in a scientific journal** shall have the following data indicated: (i) the surname(s) of the author(s) in capital letters, and, after the comma, the name(s) starting with capital letter(s) (in the case of several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3); (ii) in parentheses, the year of publication; (iii) the title of the article without using italics after a full stop; (iv) the title of the journal (publication) in italics; (v) after a comma, the volume and/or the number of the journal (publication) in the numerical form only, without using abbreviations “No.”, “Vol.”, etc.; (vi) after a comma, the page range of the article is indicated (abbreviation “pp.” is not written); (vii) *in the footnote in the text, only the specific page(s) of the cited text is/are indicated after a comma; the page range of the book part (chapter, article) is not specified*, for example:

- (i) PETRYLAITĖ, Daiva and PETRYLAITĖ, Vida (2024). Social and Employment Policy Trends in the European Union and Their Impact on Lithuanian Social Law. *Teisė*, 131, 59–75.
- (ii) STALFORD, Helen (2002). Concepts of Family under EU Law – Lessons from the ECHR. *International Journal of Law, Policy and the Family*, 16(3), 410–434.

17.2.11. **An article in an electronic scientific journal** shall be presented in the same way as an article in a scientific journal, and the following data shall be indicated: (i) without a comma, “[online]” is indicated in square brackets; (ii) after a full stop, the URL address of the article is indicated (avoid underlining this address); (ix) *in the footnote in the text, the specific page(s) of the cited article is/are indicated after a comma*, for example:

LIMANTĖ, Agnė (2019). Stiprėjantis tos pačios lyties asmenų šeiminių santykių teisinis pripažinimas Europoje. *Teisės problemos*, 1(97), 21–46 [online]. http://teise.org/wp-content/uploads/2019/07/Limante_2019_1.pdf.

17.2.12. **An article with DOI** shall be presented in the same way as an article in an electronic scientific journal, only the DOI number is indicated instead of the URL address, for example:

BLAŽIENĖ, Inga and PETRYLAITĖ, Daiva (2010). The Institute of Works Councils: Specific Theoretical and Practical Features. The case of Lithuania. *Issues of Business and Law*, 2, 85–94 [online]. <https://doi.org/10.2478/v10088-010-0008-7>.

17.2.13. **An article in a database** shall be presented in the same way as an article in a scientific journal, and the following data shall be indicated: (i) without a comma, “[online]” is indicated in square brackets; (viii) the name of the database is indicated after a full stop; (ii) *in the footnote in the text, the page(s) of the cited text in the book is/are additionally indicated after a comma*, for example:

PEELS, Rafael and PONCE DEL CASTILLO, Aida (2024). Trade Unions Anticipating Alternative Futures. *Transfer: European Review of Labour and Research*, 30(2), 239–242 [online]. Sage Journals Online.

17.2.14. **An article in a periodical journal** shall be presented in the same way as an article in a scientific journal, for example:

JAKAITYTĖ, Ugnė and MICHAILOVIČ, Ilona (2024). Ar baudžiamoji teisė gali turėti terapinį poveikį? *Spectrum*, 1(39), 70–75.

17.2.15. **An article in an electronic periodical or newspaper** shall have the following data indicated: (i) the surname(s) of the author(s) in capital letters, and, after a comma, the first name(s) starting with the capital letter(s) (in the case of several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3); (ii) in parentheses, the specific date of the publication; (iii) the title without using italics after a full stop; (iv) the title of the publication in italics; (v) “[online]” without a comma in square brackets; (vi) the article’s URL is indicated after a full stop (avoid underlining this address), for example:

PAKUTINSKAS, Paulius (17-10-2024). Ar Vilniuje pasirašyta DI konvencija taps istorine? *Verslo žinios* [online]. <https://www.vz.lt/izvalgos/20024/10/17/ar-vilniuje-pasirasyta-di-konvencija-taps-istorine>.

17.2.16. A **doctoral (PhD) dissertation (doctoral dissertation summary)** shall have the following data indicated: (i) the author’s surname in capital letters, and after the comma, the name starting with capital letter; (ii) in parentheses, the year of publication; (iii) the title of the dissertation in italics; (iv) after a full stop, the type of document (doctoral dissertation, doctoral dissertation summary); (v) after a comma, the area and field of science; (vi) after a comma, the institution where the defense took place; (vii) after a full stop, the place of publication (city); (viii) after a colon, the publisher; (ix) if available, after a comma, the DOI number is indicated, for example:

BARTKUS, Jurgis (2023). *The Admissibility of Evidence in International Commercial Arbitration*. Doctoral dissertation, Social Sciences, Law (S001), Ghent University and Vilnius University. Vilnius: Vilniaus universiteto leidykla. 10.15388/vu.thesis.551

17.2.17. **Archival documents**: when providing a bibliographic reference to an archival document (including personal archives), the year of a compilation of the document is given in parentheses after the title in italics (if unknown, “s. a.”, “sine anno” is written – the year is not specified), followed by a comma, and the exact address of the source is given, for example:

The Council of the Faculty of Law. Minutes of meetings 1940–1942 (1940–1942), Lithuanian Central State Archives, f. R-856, ap. 1, b. 416.

17.3. CASE LAW:

17.3.1. **Decisions of the European Court of Human Rights** shall have the following data indicated: (i) the title of the case in italics; (ii) the abbreviation of the court in square brackets, respectively “ECHR”; (iii) the petition number after a comma, starting with the abbreviation “No.”; (iv) the date of the judgment after a comma in square brackets; (v) the ECLI number after a full stop, for example:

(i) *Šimkus v. Lithuania* [ECHR], No. 41788/2011, [13-09-2017]. ECLI:CE:ECHR:2017:0613 JUD004178811.

(ii) *Hutchinson v. the United Kingdom* [ECHR], No. 57592/08, [17-1-2017]. ECLI:CE:ECHR:2017: 0117 JUD005759208.

17.3.2. **Decisions of the Court of Justice of the European Union** shall have the following data indicated: (i) the title of the case in italics; (ii) the abbreviation of the court in square brackets, respectively “CJEU”; (iii) the case number after a comma, starting with the abbreviation “No.”; (iv) the date of the judgement after a comma in square brackets; (v) the ECLI number after a full stop, for example:

- (i) *Prato Nevoso Termo Energy* [CJEU], No. C-212/18, [24-10-2019]. ECLI:EU:C:2019:898.
(ii) *Prato Nevoso Termo Energy* [CJEU], No. C-212/18, [24-10-2019]. ECLI:EU:C:2019:898.

17.3.3. **General jurisdiction court case law** shall have the following data indicated¹⁴: (i) the name of the court (and its division, if necessary); (ii) the full mixed type date of adoption of the ruling (decision); (iii) the type and number of the document, starting with the abbreviation “No.”, for example:

- (i) The Supreme Court of Lithuania. Ruling of 15 December 2015 in civil case No. 3K-7-525-916/2015.
(ii) The Supreme Court of Lithuania. Ruling of 22 December 2015 in a criminal case No. 2K-P-498-746/2015.
(iii) Supreme Administrative Court of Lithuania. Decision of 11 July 2013 in administrative case No. A556-1407/2013.

Note:

When describing court decisions, URL references are not provided.

17.4. INTERNET SOURCES:

17.4.1. **Website** shall have the following data indicated: (i) the surname(s) of the author(s) in capital letters, and, after a comma, the name(s) starting with capital letter(s) (in the case of several authors, their personal names are arranged according to the rules provided for in Paragraphs 17.2.2–17.2.3), if there is no author, the name of the website is indicated as the author; (ii) in parentheses, the specific date of publication, and, if it is unknown, it is indicated as “n.d.”; (iii) the title in italics after the full stop; (iv) without a comma, in square brackets, it is indicated “[online]”; (v) after a full stop, the URL address of the article is indicated (avoid underlining this address), for example:

- (i) TeisėPro (11-12-2019). *Teisėjas ir dirbtinis intelektas: ar kūrinys gali būti pranašesnis už kūrėją?* [online]. <http://www.teise.pro/index.php/2019/12/11/teisejas-ir-dirbtinis-intelektas-ar-kuriny-s-gali-buti-pranasesnis-uz-kureja/>.
(ii) ŠINKŪNAS, Haroldas (28-10-2024). *Kalba ir Konstitucija: sąsajos* [online]. <https://www.teise.pro/index.php/2024/10/28/h-sinkunas-kalba-ir-konstitucija-sasajos/>.
(iii) European Foundation for the Improvement of Living and Working Conditions (27-11-2019). *The EU in slides* [online]. https://europa.eu/european-union/documents-publications/slide-presentations_lt.

17.4.2. **Facebook, Instagram, or another social network online account** shall have the following data indicated: (i) the surname(s) of the author(s) in capital letters, and, after a comma, the name(s) starting with capital letters (in the case of several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3) or the institution as the author; (ii) in parentheses, the specific date of publication, if it is unknown, it is indicated as “n.d.”; (iii) after a full stop, the title in italics; (iv) without a comma, the social network on the Internet is indicated in square brackets, e.g., “[Facebook profile]”; (v) after a full stop, the URL address of the article is indicated (avoid underlining this address), for example:

- The Constitutional Court of the Republic of Lithuania (29-01-2024). *EŽTT surengtame tarptautiniame teisėjų seminare daugiausia dėmesio skirta subsidarumo principui ir atsakomybės dalijimuisi užtikrinant tinkamą žmogaus teisių apsaugą* [Facebook profile]. <https://www.facebook.com/KonstitucinisTeismas/>.

¹⁴ If the Paper is written in English, the sequence of data indication is as follows: (i) the name of the court (and its division, if necessary); (ii) after a full stop, the type of the document; (iii) the full mixed type date of adoption of the ruling (decision); (iv) the type of the case and number of the document, starting with the abbreviation “No.”.

Note:

If social media posts, photos, etc., are the subject of empirical research (in the Research Part of the Paper), in this case, when presenting the research results, images of such posts, photos, etc., must be provided in the text, and information about the image must be provided below them. Such sources are not listed in the List of Sources. For example, when analysing Facebook posts, they are described in the research results, but their source (Facebook account page) does not need to be entered in the List of Sources.

17.4.3. Generative artificial intelligence model tools: AI tools shall have the following data indicated: (i) as the author – AI Tool; (ii) in parentheses, the date of request; (iii) “[The Grand Language Model]” in square brackets; (iv) the URL address of the article is indicated after a full stop (avoid underlining this address); (v) when quoting the paraphrased text of the DI answer, in the footnote it is additionally indicated “see appendix”, for example:

OpenAI. *ChatGPT-4o* (05-11-2024 request) [The Grand Language Model]. <https://chat.openai.com/chat>, see Annex 1.

17.5. ENCYCLOPEDICAL, INFORMATIONAL, AND STATISTICAL SOURCES:

17.5.1. Statistical information shall have the following data indicated: (i) usually, the institution as the author or the surname(s) of the author(s) in capital letters, and, after a comma the name(s) stating with capital letters (in the case of several authors, their personal names are arranged in accordance with the rules provided for in Paragraphs 17.2.2–17.2.3); (ii) in parentheses, the specific date of publication; (iii) the title in italics after a full stop; (iv) without a comma, in square brackets, it is indicated “[online]”; (v) after a full stop, the URL address of the article is indicated (avoid underlining this address), for example:

(i) The State Data Agency (27-09-2023). *Moksliniai tyrimai ir eksperimentinė veikla Lietuvoje* [online]. <https://osp.stat.gov.lt/informaciniai-pranesimai?articleId=11431367>.
(ii) The Lithuanian Employment Service under the Ministry of Social Security and Labor (09-2024). *Lietuvos darbo rinka* [online]. <https://osp.stat.gov.lt/documents/10180/11907112/LIETUVOS+DARBO+RINKA+2024-09.pdf/200c13a5-98b9-4b6b-93e9-47af02d95e79>.

17.5.2. Encyclopedias, reference books, dictionaries shall have the following data indicated: (i) the author; (ii) in parentheses, the specific date of publication, if it is unknown, it is indicated as “n.d.”; (iii) the title without using italics after a full stop; (iv) the preposition “In” is written after a full stop, and a colon is added; (v) the title of the publication is written in italics; (vi) if the publication is electronic, it is indicated “[online]” in square brackets, and, the URL address of the article is indicated after a full stop (avoid underlining this address); (vii) if the publication is printed, the volume number (if any), the place of publication and the publisher are indicated, for example:

(i) SPRUOGIS, Ernestas (n.d.). Teisės sistema. In: *Visuotinė lietuvių enciklopedija* [online]. <https://www.vle.lt/straipsnis/teisės-sistema/>.
(ii) SPRUOGIS, Ernestas (2013). Teisės sistema. In: *Visuotinė lietuvių enciklopedija*, XXIII. Vilnius: Mokslo ir enciklopedijų leidybos centras.
(iii) *Aiškinamasis akademinio sąžiningumo terminų žodynas* (2019). Vilnius: Mykolo Romerio universitetas [online]. https://academicintegrity.eu/wp/wp-content/uploads/2022/07/Glossary_Lithuanian_07_10.pdf.

17.6. OTHER:

17.6.1. YouTube and other videos, for example:

KŪRIS, Egidijus (26-09-2015). *Krizė kaip iššūkis, teisė kaip atsakas?* Presentation at the national legal-scientific conference [video]. <https://www.youtube.com/watch?v=O7Rs1UeIYsk>.

17.6.2. Podcasts, for example:

NEKROŠIUS, Vytautas (28-02-2023). „Teisė TALK“ interview. Interviewer Johanas Baltrimas [podcast]. <https://open.spotify.com/show/4u2no5ZgqJoLXWq1xetFUI>.

EXAMPLES

Example 1

EXAMPLE OF TITLE PAGE

Vilnius University Faculty of Law

Department of Private Law

Name Surname

2nd study year, International and European Law Study Programme Student

Master's Thesis

The Title (in the language of the Paper)

The Title (in Lithuanian)

Supervisor: Assoc. Prof. Dr Name Surname

Vilnius

2024

ABSTRACT AND KEYWORDS

This work analyses one element of *corpus delicti* of misappropriation of authorship, criminalized in Article 191 of the Criminal Code of Lithuania – the object (or the protected good) of a crime. The quality of Lithuanian national regulation and the scope of the object of misappropriation of authorship, which affects the qualification of the crime, are evaluated by comparing them with other European Union countries' criminal legal regulation of intellectual property.

Keywords: misappropriation of authorship, crimes against intellectual property, qualification, object of a crime, author law.

Example 3
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 1.2. Chapter II X

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 1.2.2. X

 X

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SUMMARY

Damage to the Health of the Employee's Compensation

Name Surname

This Master's thesis provides an analysis of compensation for damage caused by an employee's injury, death, or violation of the interests of the employee or other persons, examining both significant legal acts, doctrine, and case law interpretations. This topic is most revealed through the prism of the implementation of universally recognized and protected values. The health and life of every person are highly protected constitutional values. The Constitution of the Republic of Lithuania also enshrines the right of every person to work and appropriate and safe working conditions, as well as the right to receive compensation for damage. Examining this topic of the Master's thesis, the application of one of the most important principles of full indemnity (*restitutio in integrum*) in labor legal relations is revealed.

The thesis analyzes the concept of the responsibility of an employer, its proportion with other types of legal responsibility, and the impact of the refusal of the concept of material responsibility in labor law. It also examines the specific conditions necessary for the employer to incur liability and the aspects and problems of their determination, which are revealed in the case law. The topic of the Master's thesis clearly distinguishes the cases of the employer's liability against the employee, the specifics of each case, the factors that determine that the employer is responsible for the damage, and problems arising both in determining the conditions for liability and assessing the amount of damage. The analysis of cases allows conclusions to be drawn regarding the causes of damage, consequences, and possible measures that could help reduce the occurrence of damage to the interests of the employee or other persons. Due to a detailed analysis of the case law of the Supreme Court of Lithuania and legal acts, the author shall reveal the set of criteria used to determine the amount of pecuniary and nonpecuniary damage to be reimbursed by the employer, the dynamics of compensable damages, reduction possibilities, and the compensation system.

Example 5

EXAMPLE OF AI GENERATED TEXT SAMPLE

Chatbot App - AI Chatbot

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By following these guidelines, you can ethically incorporate AI-generated content into your work.



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